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# GREENWICH BOROUGH MARINERS

## Swimming Club

(Affiliated to K.C.A.S.A. & London Region A.S.A.)

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### CLUB SHOP SECRETARY

#### Role

To manage and run the Club shop

#### Skills

- Knowledge of using and working with spreadsheets
- Reliable and honest

#### Main Duties

- Maintain adequate stock of swimming goods
- Maintain and develop relationships with suppliers
- Liaise with Club Treasurer regarding payment of suppliers
- Produce monthly sales report for Club Treasurer
- Bank all cash and cheques from goods sales
- Conduct annual stock take and provide details to the Treasurer
- Monitor the budget throughout the year
- Provide swimmers with access to swim shop on Club night and at other times as appropriate

#### Commitment

Ongoing responsibility for club merchandise